

**State of Michigan**  
**Services Worker Support System (SWSS) Deficiencies Project – Part 1**  
**Requirements Specifications Document 2 of 4**

### General Information

<i>Project ID / Acronym:</i>	SWSS Deficiencies – Part 1	<i>Date:</i>	February 1, 2008
<i>Organizational Title:</i>	SWSS Service Plan	<i>Modification Date:</i>	October 17, 2008
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### Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the project or who will become involved during the lifecycle.

### Change Control

The following information is being used to control and track modifications made to this document. To complete the following table, click under Revision Date. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Revision Date	Author	Section(s)	Summary
10/17/2008	Mary Ann Jensen	Section 4	Changes as a result of final walkthrough, 7/23/2008. References to Updated Service Plan changed to Temporary Ward Service Plan. Addition of ability to print draft version of addendum without printing a service plan. Added the ability to view a service plan on a closed case or those attached to a previous log number for an active case.

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## 1. Project Scope

**From PMM Project Plan.**

### **Project Scope for SWSS Deficiencies Project – Part 1:**

Documented deficiencies in the Services Worker Support System for Foster Care, Adoption, and Juvenile Justice programs (SWSS FAJ), and particularly the Case Management System (CMS) function, will be resolved by adding the following:

1. The ability to create reports for the court will be added to FAJ for situations where the Service Plan is unacceptable (as a court report) to the court.
2. The ability to add amendments to Service plans will be added to FAJ to support the rare instance(s) when a Service Plan needs to have information added after it has been approved and imaged on the database.
3. The ability to copy narratives between siblings in a Companion Group will be added to Placement function in FAJ.

Documented deficiencies in SWSS FAJ, and particularly the CMS function, will be resolved by changing the following functions:

1. The current spelling check software will be replaced with the product, Wspell, in the entire SWSS application.
2. The ability to access the Tickler function will be reinstated as a submenu function under the Sections main menu option.

Systems Engineering Methodology (SEM) will be used to plan, monitor, and complete each stage of the project.

**Project Scope for this requirements document (2 of 4) is limited to the additions to the Service Plan function in SWSS FAJ as listed in Item #2 of Project Scope, above. The remaining Business Requirements are in separate documents.**

## 2. Project Objectives

**From PMM Project Plan.**

### **Objectives of the SWSS Deficiencies Project – Part 1:**

1. Correct the current program code to resolve the deficiencies that currently exist (within the scope of the charter) which will result in workload reduction, program integrity, and reduction of program errors.
2. Implement process to create Court Reports
3. Implement the ability to amend Service Plans after they have been approved and imaged
4. Implement ability to share placement narrative among siblings in a Companion Group
5. Incorporate the Wspell product into the SWSS FAJ application to check spelling as it is typed and to check spelling at end of typing.
6. Make Ticklers available as a sub-menu choice on the menu bar under Sections.

**Project Objectives for this requirements document (2 of 4) are limited to the additions to the Service Plan function in SWSS FAJ as listed in Item #3 of Project Objectives, above. The remaining Business Requirements for the other project objectives are in separate documents.**

### 3. Requirements Analysis Technique

For example, JAD, user interviews, rapid prototyping, etc..

Requirements created by Policy Office.

### 4. System Requirements

The business requirements in this document are additions being made to the existing business function of creating/compiling Service Plans. When a child (or children) is placed under the care of the Department of Human Services (DHS), a plan is made to care for the child (or children) and provide any services needed by the child (or children) and the child's family. That document is called a Service Plan. There is one plan per child unless the children are siblings. In the case of siblings, the worker may have designated all or some of the siblings as a Companion Group. All of the children in a Companion Group are included in the one Service Plan. The purpose of the Service Plan is to document the

- Present situation of family members
- Recommendation to the court for services and any progress made to date
- Issues that affect the child's well being and promote the permanency goal for the child.

There are three types of Service Plans. The first is the Initial Service Plan (ISP) which is completed within 30 days of a child being assigned to foster care. The second is the Temporary Ward Service Plan (TWSP) which is completed every 90 days (after the initial 30 day period) that the child remains in the care of DHS. The third service is plan is the Permanent Ward Service Plan (PWSP) which is completed every 90 days in lieu of the Temporary Ward Service Plan for children who become permanent wards of the state. When a service plan has been completed by the DHS Services Worker, it is reviewed and approved by the worker's supervisor. Until the service plan is approved, it can be changed as needed. Once the service plan is approved, however, it cannot be modified.

The service plan is a compilation of information previously entered into the SWSS system. Service plans can be viewed and printed. After a Service Plan has been created and approved, an image of the compiled Service Plan is stored. To change the service plan (until approval), the origin of the information must be changed i.e., placement information, provider information, assessment information, etc.

The information in these plans is reviewed by the court at regular intervals in order for the court to monitor the progress of the child and the child's family and circumstances. The goal of the court and DHS is to return the child to a safe life with, preferably, the child's family or another permanent family such as a relative or by being adopted.

For this project, there are two new requirements affecting service plans. The changes being made to Service Plan for the SWSS Deficiencies Project – Part 1 (document 2 of 4) apply to all three types of service plans. For that reason, the requirements for all types of service plans will be in this requirements document.

The first requirement is to provide the ability to add an addendum to a service plan that has been completed and approved. As mentioned, an approved service plan cannot be changed. But, there are circumstances when new, corrected, or additional information becomes available and needs to be documented (perhaps for the court or another independent source) to supplement the service plan. This addendum is needed as a way to add narrative information rather than to modify the original source information recorded in SWSS. This addendum needs to be approved and imaged just as the associated service plan was. There must be the ability to view the addendums to a service plan and print the approved addendums when printing the approved service plan. There must be the ability to print the draft version of addendums without printing the service plan.

The second requirement is to modify the compilation process to omit narrative information in a service plan if that narrative has been copied from a sibling in a Companion Group. Omitting this duplicated information shortens the printed Service Plan and makes the document more acceptable to the court.

The detailed requirements follow in the Section 4.1 Functional Requirements. In order to make these changes and additions to the Service Plan Function more understandable, the existing business requirements for Service Plan are included. The additions and changes in this SWSS Deficiencies Project are presented in **bold type**.

## 4.1 Functional Requirements

The functional i.e., business requirements, for the Initial Service Plan (ISP) is given in the requirements grid, below. The business requirements for the Temporary Ward Service Plan (TWSP) follow those for the ISP. The business requirements for the Permanent Ward Service Plan (PWSP) follow those for the TWSP.

**Note on requirement numbering:** To follow both SEM standards and the existing SWSS documentation numbering scheme, each existing SWSS user requirement has its original requirement number preceded by the SEM section number of 4.1. Thus, SWSS original requirement number 1.1 is now requirement 4.1.1.1 in this document.

**Status:** A = Approved, R = Rejected, N = New, C = Completed

**Priority:** R = Required, E = Effectively improves business process, N = Nice to have

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	<i>... Requirements for ISP</i>				
4.1.1.1	Screen 1: There must be a screen to generate ISP	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.1	There must be a way to select the children in the companion group that will be on the service plan	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.1.1	The list should include any children in the companion group.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.1.2	There must be at least one child selected.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.2	Date of Report	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.2.1	Display date of report, which is system date initially.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.3	Begin Date	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.3.1	Pre-fill with the Acceptance date found in Child Information and do not allow change.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.3.2	If there is more than one child in the sibling group, compare acceptance date and the use the earliest date for the sibling group.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.3.3	End Date	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.3.3.1	Pre-fill with a date no more than 30 days from the begin date or the current date if less than 30 days.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.4	Non-parental adults	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.4.1	Allow the user to select additional adult members of the household who are 18 years or older and not legal parent or not one of the following relationships: BP, SP, AP	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.1.1.5	Number of signature lines	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.5.1	The number of signature lines entered by the worker must be retained until the ISP is finalized. (SER # 6906)	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.5.2	The number of lines can be changed, if necessary, until the ISP is finalized.(SER # 6906)	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.6	Mechanism for supervisor to approve the final plan.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.6.1	Updateable by the supervisor (or alternate of the supervisor) of the assigned worker.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.6.2	When the supervisor selects the approval box, display a message “selecting approval will finalize this service plan. Are you sure no changes are needed before approving? Yes/No”	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.6.2.1	If yes is selected, finalize the service plan.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.6.2.2	If no is selected, do not finalize the service plan and remain on the screen.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.6.3	Allow the supervisor (or his/her alternate) to change the ‘approval’ to ‘corrections needed’ within 14 calendar days of the approval date as long as new service plan has not been added.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.7	Mechanism for viewing the list of ISP’s	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.7.1	Allow the ISP(s) to be viewed on a closed case or those attached to previous log number for an active case.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.8	Mechanism for adding an ISP	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.8.1	Allow for any Active (registered or open) FC case.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.8.1.1	Allow only 1 ISP for a continually active case unless:	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.8.1.1.1	An ISP is not required if the supervision of a child’s case is transferred from a private child placing agency to DHS or from DHS to a private child placing agency.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.8.1.1.2	An ISP is not required if the Child’s case is transferred from CFC to JJ or from JJ to CFC.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.8.1.1.3	If the child’s legal status changes from a JJ legal status to a dual ward legal status, allow the user to input the 30 day ISP	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	period. I.e., do not calculate the begin date of this period.				
4.1.1.1.8.1.1.4	An ISP is not required if the child's legal status is OTI (LS 48).	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.9	Mechanism for updating an ISP.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.9.1	Allow the ISP(s) to be printed on a closed case or those attached to previous log number for an active case.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.9.2	Allow for update, until finalized.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.10	Provide the ability to print a prior Initial Service Plan.	R	Mary Ann Jensen	A	
4.1.1.1.10.1	<b>If an addendum has been added to the specific Initial Service Plan, it must print with that Initial Service Plan</b>	R	Mary Ann Jensen	A	
4.1.1.1.11	Provide the ability to view an Initial Service Plan.	R	Mary Ann Jensen	A	
4.1.1.1.11.1	<b>If an addendum has been added to the specific Initial Service Plan, it must be viewed with that Initial Service Plan.</b>	R	Mary Ann Jensen	A	
4.1.1.12	<b>Provide the ability to add an addendum to an approved service plan.</b>	R	Mary Ann Jensen	A	
4.1.1.12.1	<b>Provide the ability to select an approved Service Plan for the purpose of adding an addendum.</b>	R	Mary Ann Jensen	A	
4.1.1.12.2	<b>Allow the addition of an addendum only if the user is the worker assigned to the case or is a user with the authorization to update the case.</b>	R	Mary Ann Jensen		
4.1.1.12.3	<b>Provide the ability to enter information for this Service Plan report period in the format of a Narrative.</b>	R	Mary Ann Jensen	A	
4.1.1.12.4	<b>Allow update to the addendum until it is approved/finalized.</b>	R	Mary Ann Jensen	A	
4.1.1.12.5	<b>Require the addendum to be approved by the supervisor of the worker.</b>	R	Mary Ann Jensen	A	
4.1.1.12.6	<b>Provide the ability to save an image of the approved addendum to the Service Plan.</b>	R	Mary Ann Jensen		
4.1.4	MODULE REQUIREMENTS	R	Mary Ann Jensen	A	Pre-SEM
	...				
4.1.4.5.8	The following information must be in the current Placement at the end of the reporting period for each of the selected	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	child(ren):				
	...	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.5	Placement Selection Criteria	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.5.1	<b>Do not include this narrative information for a child in a companion group if this narrative is a copy of another sibling's narrative.</b>				
4.1.4.5.8.5.2	<b>If this narrative is both a copy of a sibling's narrative and has been copied to another sibling, do not include this narrative information in the Service Plan.</b>				
4.1.4.2.7.6	Foster parent/relative caregiver's willingness and capacity to meet the specified needs of the child, and why the current placement is in the child's best interest.	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.2.7.6.1	<b>Do not include this narrative information for a child in a companion group if this narrative is a copy of another sibling's narrative.</b>	R	Mary Ann Jensen		
4.1.4.2.7.6.2	<b>If this narrative is both a copy of a sibling's narrative and has been copied to another sibling, do not include this narrative information in the Service Plan.</b>	R	Mary Ann Jensen		
4.1.4.2.7.7	If any Placement Selection Criteria are not met, require reasons not met have been answered.	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.2.7.8	Foster Parent/relative caregiver Input	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.2.7.8.1	<b>Do not include this narrative information for a child in a companion group if this narrative is a copy of another sibling's narrative.</b>	R	Mary Ann Jensen		
4.1.4.2.7.8.2	<b>If this narrative is both a copy of a sibling's narrative and has been copied to another sibling, do not include this narrative information in the Service Plan.</b>	R	Mary Ann Jensen		
4.1.4.2.7.9	Residential Care placement plan for less restrictive setting	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.2.7.9.1	Required for living arrangements 10 through 19, 21 and 26.	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.2.7.10	<b>Replacement Information</b>	R	Mary Ann Jensen		
4.1.4.2.7.10.1	<b>Do not include this narrative information for a child in a companion group if this narrative is a</b>	R	Mary Ann Jensen		



Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	<b>copy of another sibling's narrative.</b>				
4.1.4.2.7.10.2	<b>If this narrative is both a copy of a sibling's narrative and has been copied to another sibling, do not include this narrative information in the Service Plan.</b>	R	Mary Ann Jensen		
4.1.4.2.7.11	<b>Replacement Reasons</b>	R	Mary Ann Jensen		
4.1.4.2.7.11.1	<b>Do not include this narrative information for a child in a companion group if this narrative is a copy of another sibling's narrative.</b>	R	Mary Ann Jensen		
4.1.4.2.7.11.2	<b>If this narrative is both a copy of a sibling's narrative and has been copied to another sibling, do not include this narrative information in the Service Plan.</b>	R	Mary Ann Jensen		
4.1.5	OUTPUT REQUIREMENTS	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1	Initial Service Plan (FIA-65) must print the following:	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1	ISP Header	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.1	Children's Foster Care Initial Service Plan	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.2	County of Commitment or Referral	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.2.1	County of court jurisdiction from Legal	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.2.2	Include court docket number from Legal (if available)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.3	Date of Report (Date input at request of ISP)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.4	FIA Worker	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.4.1	Worker name and load number	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.5	CPA Worker (may be blank) – DELETE	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.5.1	Worker name and agency (may be blank) – DELETE	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.6	CPS Case number – DELETE	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.7	CPS Case name – DELETE	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.8	CPS Log # - DELETE	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2	For each child on the ISP include:	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.1	SWSS log number	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.2	Case Name	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.3	Case Number	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.4	Date of Birth	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.5	Child Age	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.5.1.2.6	Child Gender	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.7	Child Race(s)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.7.1	List all identified races	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.8	Height	R	Mary Ann Jensen	A	Pre-SEM
	...	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10	Print a distribution list as follows: (SER# 5807)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.1	Parent(s) Attorney(s)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.1.1	Pre-fill Attorney's name form Legal module, Representation section. - NEW	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.2	Child (ren )'s Attorney(s)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.2.1	Pre-fill Attorney's name form Legal module, Representation section. – NEW	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.3	Prosecuting Attorney	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.3.1	Pre-fill Attorney's name form Legal module, Representation section. - NEW	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.4	Legal File	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.5	Case File	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.2	<b>Provide the ability to print all addendums to an approved Service Plan.</b>	R	Mary Ann Jensen		
4.1.5.2.1	<b>Provide the ability to print all addendums to an approved Service Plan when the Service Plan is printed.</b>	R	Mary Ann Jensen		
4.1.5.2.2	<b>Provide the ability to print the draft version of addendums without printing the approved Service Plan.</b>	R	Mary Ann Jensen		
4.1.5.2.3	<b>Format a Heading for the printed addendum to display the following:</b>	R	Mary Ann Jensen		
4.1.5.2.3.1	<b>Children's Foster Care Service Plan Addendum.</b>	R	Mary Ann Jensen		
4.1.5.2.3.2	<b>Report Period is pre-filled with the same dates as the Service Plan period</b>	R	Mary Ann Jensen		
4.1.5.2.3.3	<b>Date of Addendum as entered by user</b>	R	Mary Ann Jensen		
4.1.5.2.3.3.1	<b>Addendum date cannot be a future date</b>	R	Mary Ann Jensen		
4.1.5.2.3.3.2	<b>Addendum date cannot be a date prior to the date of supervisor approval of the Service Plan</b>	R	Mary Ann Jensen		
4.1.5.2.3.4	<b>DHS Worker.</b>	R	Mary Ann Jensen		
4.1.5.2.3.4.1	<b>Worker Full Name</b>	R	Mary Ann Jensen		
4.1.5.2.3.4.1	<b>Worker Load Number.</b>	R	Mary Ann Jensen		

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.5.2.4	<b>For each child on the Addendum include:</b>	R	Mary Ann Jensen		
4.1.5.2.4.1	<b>SWSS Log Number</b>	R	Mary Ann Jensen		
4.1.5.2.4.2	<b>Full name of child</b>	R	Mary Ann Jensen		
4.1.5.2.4.3	<b>Child's date of birth</b>	R	Mary Ann Jensen		
4.1.5.2.5	<b>Addendum narrative</b>	R	Mary Ann Jensen		
4.1.5.2.6	<b>Print Worker's Name and Title.</b>	R	Mary Ann Jensen		
4.1.5.2.7	<b>Print Supervisor's Name and Title.</b>	R	Mary Ann Jensen		
4.1.5.2.8	<b>Print distribution list as in section 4.1.5.1.10 above.</b>	R	Mary Ann Jensen		
4.1.5.3	<b>Do not recompile Service Plan information between viewing (print preview) and printing.</b>	R	Mary Ann Jensen		
	<i>... Requirements for TWSP</i>				
4.1.1.1.10	Provide the ability to print a prior Temporary Ward Service Plan.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.10.1	<b>Provide the ability to view the Temporary Ward Service Plan on a closed case or those attached to a previous log number for an active case.</b>	R	Mary Ann Jensen	A	
4.1.1.1.10.2	<b>If an addendum has been added to the specific Service Plan, it must print with that Service Plan</b>	R	Mary Ann Jensen	A	
4.1.1.1.11	Provide the ability to view a prior Temporary Ward Service Plan.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.11.1	<b>If an addendum has been added to the specific Service Plan, it must be viewed with that Service Plan.</b>	R	Mary Ann Jensen	A	
4.1.1.12	<b>Provide the ability to add an addendum to an approved service plan.</b>	R	Mary Ann Jensen	A	
4.1.1.12.1	<b>Provide the ability to select an approved Service Plan for the purpose of adding an addendum.</b>	R	Mary Ann Jensen	A	
4.1.1.12.2	<b>Allow the addition of an addendum only if the user is the worker assigned to the case or is a user with the authorization to update the case.</b>	R	Mary Ann Jensen		
4.1.1.12.3	<b>Provide the ability to enter information for this Service Plan report period in the format of a Narrative.</b>	R	Mary Ann Jensen	A	
4.1.1.12.4	<b>Allow update to the addendum until it is approved/finalized.</b>	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.1.12.5	<b>Require the addendum to be approved by the supervisor of the worker.</b>	R	Mary Ann Jensen	A	
4.1.1.12.6	<b>Provide the ability to save an image of the approved addendum to the Service Plan.</b>	R	Mary Ann Jensen		
4.1.4	MODULE REQUIREMENTS	R	Mary Ann Jensen	A	Pre-SEM
	...				
4.1.4.5.8	The following information must be in the current Placement at the end of the reporting period for each of the selected child(ren):	R	Mary Ann Jensen	A	Pre-SEM
	...	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.2	Replacement Information	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.3	If sibling(s) not placed together, require reason siblings not placed together.	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.4	Evaluation of sibling and kinship visitation	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.5	Placement Information: Foster parent/relative caregiver's willingness and capacity to meet the specified needs of the child, and why the current placement is in the child's best interest.	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.5.1	<b>Do not include this narrative information for a child in a companion group if this narrative is a copy of another sibling's narrative.</b>	R	Mary Ann Jensen		
4.1.4.5.8.5.2	<b>If this narrative is both a copy of a sibling's narrative and has been copied to another sibling, do not include this narrative information in the Service Plan.</b>	R	Mary Ann Jensen		
4.1.4.5.8.6	Residential Care placement plan for less restrictive setting	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.6.1	Required for living arrangements 10 through 19, 21 and 26.	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.7	Foster Parent/Kinship Caregiver Input	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.5.8.7.1	<b>Do not include this narrative information for a child in a companion group if this narrative is a copy of another sibling's narrative.</b>	R	Mary Ann Jensen		
4.1.4.5.8.7.2	<b>If this narrative is both a copy of a sibling's narrative and has been copied to another sibling, do not include this narrative information in the Service Plan.</b>	R	Mary Ann Jensen		

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.5	OUTPUT REQUIREMENTS	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1	Temporary Ward Service Plan (FIA-66) must print the following:	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1	USP Header	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.1	Children's Foster Care Temporary Ward Service Plan	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.2	County of Commitment or Referral	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.2.1	County of court jurisdiction from Legal	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.2.2	Include court docket number from Legal (if available)	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.3	Report Period	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.4	Date of Report (Date input at request of USP)	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.5	FIA Worker	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.5.1	Worker name and load number	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.6	CPA Worker (may be blank)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.6.1	Worker name and agency (may be blank)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2	For each child on the USP include:	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.1	SWSS Log number	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.2	Case Name	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.3	Case Number	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.4	Date of Birth	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.5	Child Age	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.6	Child Gender	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.7	Child Race(s)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.7.1	List all identified races	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.8	Height	R	Mary Ann Jensen	A	Pre-SEM
	...	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10	Print a distribution list as follows: (SER# 5807)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.1	Parent(s) Attorney(s)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.1.1	Pre-fill Attorney's name form Legal module, Representation section. - NEW	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.2	Child (ren )'s Attorney(s)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.2.1	Pre-fill Attorney's name form Legal module, Representation section. - NEW	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.3	Prosecuting Attorney	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.3.1	Pre-fill Attorney's name form Legal module, Representation section. - NEW	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.4	Legal File	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.5.1.10.5	Case File	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.2	<b>Provide the ability to print all addendums to an approved Service Plan.</b>	R	Mary Ann Jensen		
4.1.5.2.1	<b>Provide the ability to print all addendums to an approved Service Plan when the Service Plan is printed.</b>	R	Mary Ann Jensen		
4.1.5.2.2	<b>Provide the ability to print the draft version of the addendums to an approved Service Plan without printing the approved Service Plan.</b>	R	Mary Ann Jensen		
4.1.5.2.3	<b>Format a Heading for the printed addendum to display the following:</b>	R	Mary Ann Jensen		
4.1.5.2.3.1	<b>Children's Foster Care Service Plan Addendum.</b>	R	Mary Ann Jensen		
4.1.5.2.3.2	<b>Report Period is pre-filled with the same dates as the Service Plan period</b>	R	Mary Ann Jensen		
4.1.5.2.3.3	<b>Date of Addendum as entered by user</b>	R	Mary Ann Jensen		
4.1.5.2.3.3.1	<b>Addendum date cannot be a future date</b>	R	Mary Ann Jensen		
4.1.5.2.3.3.2	<b>Addendum date cannot be a date prior to the date of supervisor approval of the Service Plan</b>	R	Mary Ann Jensen		
4.1.5.2.3.4	<b>DHS Worker.</b>	R	Mary Ann Jensen		
4.1.5.2.3.4.1	<b>Worker Full Name</b>	R	Mary Ann Jensen		
4.1.5.2.3.4.1	<b>Worker Load Number.</b>	R	Mary Ann Jensen		
4.1.5.2.2	<b>For each child on the Addendum include:</b>	R	Mary Ann Jensen		
4.1.5.2.2.1	<b>SWSS Log Number</b>	R	Mary Ann Jensen		
4.1.5.2.2.2	<b>Full name of child</b>	R	Mary Ann Jensen		
4.1.5.2.2.3	<b>Child's date of birth</b>	R	Mary Ann Jensen		
4.1.5.2.3	<b>Addendum narrative</b>	R	Mary Ann Jensen		
4.1.5.2.4	<b>Print Worker's Name and Title.</b>	R	Mary Ann Jensen		
4.1.5.2.5	<b>Print Supervisor's Name and Title.</b>	R	Mary Ann Jensen		
4.1.5.2.6	<b>Print distribution list as in section 4.1.5.1.10 above.</b>	R	Mary Ann Jensen		
4.1.5.3	<b>Do not recompile Service Plan information between viewing (print preview) and printing.</b>	R	Mary Ann Jensen		
	<i>... Requirements for PWSP</i>				
4.1.1.1.9	Provide the ability to print a prior Permanent Ward Service Plan.	R	Mary Ann Jensen	A	Pre-SEM

<b>Req. No.</b>	<b>Detailed Requirement</b>	<b>Priority</b>	<b>Requestor</b>	<b>Status</b>	<b>Status Date</b>
4.1.1.1.9.1	<b>If an addendum has been added to the specific Service Plan, it must print with that Service Plan.</b>	R	Mary Ann Jensen	A	
<b>4.1.1.1.9.2</b>	<b>Allow the PWSPs to be viewed on a closed case or those attached to a previous log number for an active case.</b>	<b>R</b>	<b>Mary Ann Jensen</b>	<b>A</b>	
4.1.1.1.10	Provide the ability to view a prior Permanent Ward Service Plan.	R	Mary Ann Jensen	A	Pre-SEM
4.1.1.1.10.1	<b>If an addendum has been added to the specific Service Plan, it must be viewed with that Service Plan.</b>	R	Mary Ann Jensen	A	
4.1.1.11	<b>Provide the ability to add an addendum to an approved service plan.</b>	R	Mary Ann Jensen	A	
4.1.1.11.1	<b>Provide the ability to select an approved Service Plan for the purpose of adding an addendum.</b>	R	Mary Ann Jensen	A	
4.1.1.11.2	<b>Allow the addition of an addendum only if the user is the worker assigned to the case or is a user with the authorization to update the case.</b>	R	Mary Ann Jensen		
4.1.1.11.3	<b>Provide the ability to enter information for this Service Plan report period in the format of a Narrative.</b>	R	Mary Ann Jensen	A	
4.1.1.11.4	<b>Allow update to the addendum until it is approved/finalized.</b>	R	Mary Ann Jensen	A	
4.1.1.11.5	<b>Require the addendum to be approved by the supervisor of the worker.</b>	R	Mary Ann Jensen	A	
4.1.1.11.6	<b>Provide the ability to save an image of the approved addendum to the Service Plan.</b>	R	Mary Ann Jensen		
4.1.4	MODULE REQUIREMENTS	R	Mary Ann Jensen	A	Pre-SEM
	...				
4.1.4.4.5	The following information must be in the current Placement at the end of the reporting period for each of the selected child(ren):	R	Mary Ann Jensen	A	Pre-SEM
	...	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.4.5.2	If the child was replaced during the reporting period, there must be information regarding the replacement in the Replacement Information tab in the Placement section	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.4.5.4	If sibling(s) not placed together, require	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	reason siblings not placed together.				
4.1.4.4.5.5	Evaluation of sibling and kinship visitation	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.4.5.6	Placement Information: Foster parent/relative caregiver's willingness and capacity to meet the specified needs of the child, and why the current placement is in the child's best interest.	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.4.5.6.1	<b>Do not include this narrative information for a child in a companion group if this narrative is a copy of another sibling's narrative.</b>	R	Mary Ann Jensen		
4.1.4.4.5.6.2	<b>If this narrative is both a copy of a sibling's narrative and has been copied to another sibling, do not include this narrative information in the Service Plan.</b>	R	Mary Ann Jensen		
4.1.4.4.5.7	Residential Care placement plan for less restrictive setting	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.4.5.7.1	Required for living arrangements 10 through 19, 21 and 26.	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.4.5.8	Foster Parent/Kinship Caregiver Input	R	Mary Ann Jensen	A	Pre-SEM
4.1.4.4.5.8.1	<b>Do not include this narrative information for a child in a companion group if this narrative is a copy of another sibling's narrative.</b>	R	Mary Ann Jensen		
4.1.4.4.5.8.2	<b>If this narrative is both a copy of a sibling's narrative and has been copied to another sibling, do not include this narrative information in the Service Plan.</b>	R	Mary Ann Jensen		
4.1.5	OUTPUT REQUIREMENTS	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1	Permanent Ward Service Plan (FIA-68) must print the following:	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1	PWSP Header	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.1	Children's Foster Care Permanent Ward Service Plan	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.2	County of Commitment or Referral...	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.2.1	County of court jurisdiction from Legal	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.2.2	Include court docket number from Legal (if available)	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.3	Report Period	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.4	Date of Report (Date input at request of USP)	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.5	FIA Worker	R	Mary Ann Jensen	A	Pre-SEM



Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.5.1.1.5.1	Worker name and load number	R	Mary Ann Jensen	A	Pre-SEM
4.5.1.1.6	CPA Worker (may be blank)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.1.6.1	Worker name and agency (may be blank)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2	For each child on the USP include:	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.1	SWSS Log number	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.2	Case Name	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.3	Case Number	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.4	Date of Birth	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.5	Child Age	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.6	Child Gender	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.7	Child Race(s)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.7.1	List all identified races	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.2.8	Height	R	Mary Ann Jensen	A	Pre-SEM
	...	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.11	Print a distribution list as follows: (SER# 5807)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.11.1	Parent(s) Attorney(s) DELETE	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.2	Child (ren )'s Attorney(s)	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.2.1	Pre-fill Attorney's name form Legal module, Representation section.	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.3	Prosecuting Attorney	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.3.1	Pre-fill Attorney's name form Legal module, Representation section.	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.4	Legal File	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.1.10.5	Case File	R	Mary Ann Jensen	A	Pre-SEM
4.1.5.2	<b>Provide the ability to print all addendums to an approved Service Plan.</b>	R	Mary Ann Jensen		
4.1.5.2.1	<b>Provide the ability to print all addendums to an approved Service Plan when the Service Plan is printed.</b>	R	Mary Ann Jensen		
4.1.5.2.2	<b>Provide the ability to print the draft version of the addendums to an approved Service Plan without printing the approved Service.</b>	R	Mary Ann Jensen		
4.1.5.2.3	<b>Format a Heading for the printed addendum to display the following:</b>	R	Mary Ann Jensen		
4.1.5.2.3.1	<b>Children's Foster Care Service Plan Addendum.</b>	R	Mary Ann Jensen		
4.1.5.2.3.2	<b>Report Period is pre-filled with the same dates as the Service Plan period</b>	R	Mary Ann Jensen		

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.5.2.3.3	Date of Addendum as entered by user	R	Mary Ann Jensen		
4.1.5.2.3.3.1	Addendum date cannot be a future date	R	Mary Ann Jensen		
4.1.5.2.3.3.2	Addendum date cannot be a date prior to the date of supervisor approval of the Service Plan	R	Mary Ann Jensen		
4.1.5.2.3.4	DHS Worker.	R	Mary Ann Jensen		
4.1.5.2.3.4.1	Worker Full Name	R	Mary Ann Jensen		
4.1.5.2.3.4.1	Worker Load Number.	R	Mary Ann Jensen		
4.1.5.2.4	For each child on the Addendum include:	R	Mary Ann Jensen		
4.1.5.2.4.1	SWSS Log Number	R	Mary Ann Jensen		
4.1.5.2.4.2	Full name of child	R	Mary Ann Jensen		
4.1.5.2.4.3	Child's date of birth	R	Mary Ann Jensen		
4.1.5.2.5	Addendum narrative	R	Mary Ann Jensen		
4.1.5.2.6	Print Worker's Name and Title.	R	Mary Ann Jensen		
4.1.5.2.7	Print Supervisor's Name and Title.	R	Mary Ann Jensen		
4.1.5.2.8	Print distribution list as in section 4.1.5.1.11 above.	R	Mary Ann Jensen		
4.1.5.3	Do not recompile Service Plan information between viewing (print preview) and printing.	R	Mary Ann Jensen		

## 4.2 Input and Output Requirements

See SEM 4.3.2. Define all automated and manual inputs and outputs.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

## 4.3 Performance Requirements

See SEM 4.3.3. Include criticality of the system, types of traffic requirements, and support type requirements.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

#### 4.4 User Interface Requirements

See SEM 4.3.4.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

#### 4.5 System Interface Requirements

See SEM 4.3.5.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

#### 4.6 Communication Requirements

See SEM 4.3.6.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

#### 4.7 Computer Security and Access Requirements

See SEM 4.3.7.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

#### 4.8 Backup and Recovery Requirements

See SEM 4.3.8 Include recoverability requirements.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

#### 4.9 Preliminary Implementation Requirements

See SEM 4.3.9.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

### 5. System Test Requirements

See SEM 4. This section covers all test requirements including unit, integration, system, and acceptance testing.

#### 5.1 Testing Techniques

See SEM 4.6.1.

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#### 5.2 Test Phases

See SEM 4.6.2. Also include the need for different testing environments for the phases.

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### 5.3 Test Environments Requirements

See SEM 4.6.3. Include all requirements for the development unit, integration, system, and integration testing environments, if applicable. Also include any technical, backup and recovery, telecommunications, and database support required for the test environments during the testing phases.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

### 5.4 Acceptance Test Requirements

See SEM 4.6.3. Include all activities planned for the project acceptance testing.

To complete the following table, click under Req. No. and enter text, tab across or click in the remaining columns for input. To add rows, TAB from the last column of the last row.

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

## 6. Functional Baseline

"Click HERE and Type"

The signatures relay an understanding of the purpose and content of the document by those endorsing it.

☐ Approve

☐ Approve with Modifications

☐ Reject

Comments:

"Click HERE and Type"

	<i>Name / Title</i>	<i>Initial Signoff</i>	<i>Date</i>	<i>Final Signoff</i>	<i>Date</i>
Client Sponsor	Mary Ann Jensen, DHS Services				

	<i><b>Name / Title</b></i>	<i><b>Initial Signoff</b></i>	<i><b>Date</b></i>	<i><b>Final Signoff</b></i>	<i><b>Date</b></i>
DIT Sponsor	Dan Klodt, Area Manager				
Project Manager	Steve Redman, Supervisor SWSS Team				